



P/T LIBRARY ASSISTANT: MOBILE LIBRARY

DUTIES AND FEATURES OF THE CLASS:

This position operates in the mobile library which travels across Sussex County providing traditional library services of community information, reader advisory and reference to diverse populations; responsible for circulation of library materials as well as data management; may create and present programs at scheduled mobile library stops. Work is performed in accordance with well-defined procedures and is performed under direct supervision until procedures are learned and thereafter with some degree of independence with occasional checks for adherence to prescribed standards. Incumbents may be required to work evenings, holidays and weekends as the library schedule requires.

EXAMPLES OF WORK:

Drives to scheduled stops including child care, adult care and public settings; removes materials from shelves; shelves materials; organizes shelves; labels and mends materials; runs errands; checks materials in and out; helps patrons find materials; takes reserves on materials; types; assists with exhibits and displays; uses an automated library system to provide circulation duties such as checking items in and out; enrolls new patrons; helps create artwork and visual materials; instructs patrons in use of public access computers, including electronic resources; assists with programs; conducts story time and other programs; records program statistics; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the purpose and functions of a public library and library services; ability to learn routine library procedures readily; ability to understand, follow and communicate effectively courteously concisely, orally and in writing; ability to establish and maintain effective working relationships with co-workers and with library patrons. This position requires physical/psychological stamina and strong communications skills in interactions with economically disadvantaged, elderly and disabled people in diverse settings. Must possess the ability to lift up to 50 lbs.

QUALIFICATIONS:

Minimum HS diploma or GED, basic knowledge of computer skills; possession of a Class B Commercial License.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Valid driver's license